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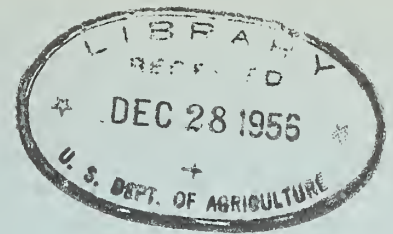
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UNITED STATES DEPARTMENT OF AGRICULTURE  
Federal Extension Service  
Washington 25, D. C.



ORGANIZATION LEADERSHIP

General

1. By organization leadership we mean that which has to do with club offices, committees, meetings, organizing, reporting, and the like. Organization leadership is different from project leadership but, of course, it is just as important.

Clubs and groups generally go up or down with the quality of the work done by the officers and leaders. The work of everyone of them counts in the success of a group or an event. And everyone who had a part should receive some recognition or thank you, no matter how small the part.

2. Of course, the most important thing in the success of an organization is the quality of the yearly program of work - the meetings, the activities, the service projects, - also the group spirit and cooperation of everyone. But all these things are nothing but the result of the work of the officers and other leaders - the result of how well they have done their jobs. So we come back to the fact that the real success of a group or program depends upon the leadership - the officers, committees, and all the rest.

3. Strong, active organizations and good meetings don't just happen. They are good because some people did their parts well.

Sometimes one may belittle his leadership job or think his group is not very important. But any group work existing is worth being a good group, and every leadership job is worth doing well.

4. It is said that millions of man-hours in the United States yearly are wasted or not used as beneficially as they might be because of being in poor groups or poor meetings that could have been better - the time wasted of leaders, of professional people, and of members. Yet in every one of such events there probably was some good, some benefit. Nothing of this sort is completely lost or wasted, even though it might have been better.

The point is that it is important to keep our organizations strong and to try to have every meeting or event as good as possible. They don't need to be perfect, but as good as possible considering the situations and what the leaders can do at given times.

Some things that organization leaders should think about in being good leaders

1. Have a concept of community, not just a concept of your group or your village. The community is the village plus the surrounding area served by the village. It may be the "town" (township) or it may be only part of a town or it may overlap into another town. A community concept means all the people. It also means having an interest in community welfare, community-wide concern.



2. Be aware of what your community is like, especially its social make-up and thinking of the people and why these are as they are. This means the different kinds of people and the various organizations and agencies and groups in the county. Very few communities are perfectly uniform or homogeneous nowadays because people are not all alike. There are many organizations and agency programs nowadays, too. Most communities contain some differences among people such as based on age, neighborhood, culture or nationality background, schooling, income, occupation, size of family, age of children and the like. Good leaders try to understand their community purposes.

3. Know the objectives or purposes of your own organization, and keep them in mind in the operations of your group.

4. Keep your organization open-minded and seek to spread its influence among many.

5. Keep in touch with the whole group. Avoid being a part of a single clique too much or of working with only special friends; the other people will notice it.

6. Aim to develop replacement leadership and enlist other persons to new leadership. Help the new leader who is succeeding you to get started.

7. Evaluate or appraise yourself and your work as you go along and at the end of the year. Seek training and assistance.

8. Be humble; ask for advice; respect the ideas of others. Follow the group way. Help the group formulate or crystalize ideas, rather than simply stating what is to be here and how. Try to follow the rule of not making a single decision without consulting the group or some person, even if you know the answer.

9. Help the other leaders and workers "under" you.

10. Have some objectives in carrying out the duties of your office; don't do just routines or the bare minimum.

11. Be willing to stay in your office long enough to do a good job, but not so long that you get in a rut or keep others from having a turn, too.

12. Be a good follower for the other leaders.

I am sure that you can think of still other ideas for leadership philosophy. The above ones are not idealistic but very practical, and probably you are starting some of them now.

The important thing is that good leadership can be acquired. And that every participant is a potential active participant or leader. Figure out ways to help or jobs to do for those who cannot serve like others for some reason or other. And remember that good leadership isn't hard but only takes some extra care.

Some suggestions that help to make organizations good ones

1. A yearly program not one just from meeting to meeting.
2. Definite objectives or purposes and everybody knowing what they are. The group should have a hand in stating or accepting the purposes. Have some overall basic purposes, then some goals to work toward - some short-term goals and some long-term goals.  
  
A good thing for an organization to do every few years is to review its basic purposes so as to change them as needed and to refresh the minds of the members and the officers.
3. Train and develop leadership. Every group should make plans to send off one or more persons to leader training workshops of some kind, and to also provide helpful materials for the use of officers and/or other leaders.
4. A balanced program, including education, sociability, service. It helps to have at least 1 or 2 annual events. Those help build up group tradition, and tradition is very important. The program should express some community-wide interest, too.
5. Be known to other agencies or groups. And the best way to do this is work with them in some way. Build community relations.
6. Evaluate progress; make changes as deemed desirable - in program, methods, or organization.
7. Group participation - the more persons active the better.

Successful ways of making good meetings better

Good meetings don't just happen. They are good because they were made so. If a meeting is worth having at all, it is worth making it as good as possible. Some things to consider are:

1. Plenty of preplanning.
2. Involve several persons in the program.
3. Right meeting places.
4. Right time of meetings.
5. A varied program. Not all just straight subject-matter; not all speeches. No one wants just bread and potatoes for a meal; neither do they want such meetings. Most people come to meetings for more than one reason. Program chairmen and presiders have to recognize this and plan accordingly.
6. State purposes of the meeting; tie it to the program planning and to the extension set-up.

7. Comfortable room conditions.
8. A presider who controls the meeting.
9. Good introduction of special speakers.
10. On project or teaching meetings, explore with the group before you teach.
11. Definitely plan on some kind of group participation. For one thing this will help settle the "buzzers" or whisperers.
12. Evaluate the meeting afterward. Take a few minutes to think about what things were good about it? What could have been better?

Voluntary organizations and meetings rest upon voluntary leaders. That is why leadership development is so important. Think of leadership as what it really is, not as a burden. Try not to put it on a begging basis - of only doing something for somebody.

Leaders who try to do a better job are to be especially congratulated.

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\* "The quality of a civilization can best be \*  
\* measured by the degree to which the people \*  
\* work together." -----Calvin Coolidge \*  
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